

MINE HILL TOWNSHIP BOARD OF EDUCATION
MINUTES
REGULAR MEETING
February 27, 2023

1. Call to Order at 7:00 pm

2. Statement of Compliance

In Compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, adequate notice of date, time and location for this meeting has been properly advertised in the Daily Record on January 16, 2023, and the Randolph Reporter on January 19, 2023, and copies of the agenda have been posted on the district website and emailed to the Clerk of the Township of Mine Hill.

3. Roll Call

Board Member	Roll Call	Board Member	Roll Call
Jennifer Antoncich	Yes	Diane Morris	Yes
Katie Bartnick	Yes	Srinivasa Rajagopal	Absent
Peter Bruseo	Absent	Jennifer Waters	Yes
Brian Homeyer	Yes		

4. Executive Session – N/A

5. Regular Session – N/A

6. Flag Salute

7. Mission and Vision

Vision

We envision all learners maximizing their potential to be innovators, global thinkers, and lifelong learners.

Mission

Through a variety of learning experiences, Canfield Avenue School students will be challenged to maximize their potential in a nurturing and supportive learning environment.

8. Approval of Minutes

- a. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **December 19, 2022**.
- b. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **December 19, 2022**.
- c. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 4, 2023**.
- d. RESOLVED, that the Board of Education approves the **executive session minutes** of the meeting held on **January 23, 2023**.
- e. RESOLVED, that the Board of Education approves the **regular session minutes** of the meeting held on **January 23, 2023**.

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

9. Correspondence

- Centennial Invitation for Mine Hill Township

10. Superintendent's Report – N/A

11. Presentations / Reports

- Charlene Peterson – Ethics training

12. Business Administrator's Report

- Personal Disclosure forms
- Budget 2023-2024

13. Public Discussion

14. FINANCE *Srinivasa Rajagopal, Brian Homeyer, Jennifer Antoncich*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **January 2023 payroll** in the amount of \$195,401.41, (including gross payroll amounts, district share of DCRP pension benefits, the state and district's share of FICA), plus the **payment of bills** from the General Operating Account, in the amount of \$1,795,471.00;

BE IT FURTHER RESOLVED that the Board of Education approves the payment of bills from other funds as delineated below:

Unemployment Trust Fund (SUI Account)	\$6,054.51
Student Activity Fund (Canfield School Account)	\$0.00

- b. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves **appropriation transfers for the month of January 2023**, which is attached and made part of this resolution by reference.
- c. WHEREAS, in compliance with N.J.A.C. 6A:23-2.11(c)3, the secretary has certified that, as of the date of the report, no budgetary line-item account has encumbrances and expenditures, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A:23-2.11(a), and that the financial reports for the **month of January 2023** are in agreement;

NOW, THEREFORE, BE IT RESOLVED, the Board of Education accepts the **Treasurer and Board Secretary Reports** above referenced reports and certifications subject to reconciliation of the secretary's report with the statements of cash position and reconciliation report when received, and orders that it be attached to and made part of the record of this meeting; and

BE IT FURTHER RESOLVED, in compliance with N.J.A.C. 6A:23-2.11(c)4, the board of Education certifies that, after review of the board secretary's and statements of cash position and reconciliation monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

- d. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **2023-24 school year Special Medicaid Waiver**, as there are 40 or fewer Medicaid eligible classified students.

- e. WHEREAS, the Board's auditor has completed and submitted the **Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR)** on Administrative Findings – Financial, Compliance and Performance for the **fiscal year ending June 30, 2022**; and

WHEREAS, the Auditor conducted an exit conference with the administration; and

WHEREAS, as part of the presentation, the district made copies of the Audit Synopsis and Corrective Action Plan; and

WHEREAS, at the board meeting the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts/approves the Annual Comprehensive Financial Report (ACFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2022 and submitted by the firm Lerch, Vinci & Higgins, LLC.

- f. WHEREAS, in response to unprecedented challenges in purchasing and receiving food, **The United States Department of Agriculture, Food and Nutrition Service approved federal funding in Federal Fiscal Year 2022-2023 for Supply Chain Assistance (SCA)**,

WHEREAS, SCA funds must be used to exclusively purchase unprocessed or minimally processed domestic food products and may not be used to cover the cost of past expenditure, this funds may only be used for current/future expenses,

THEREFORE, the **Mine Hill Board of Education received \$7,699.77 for the third round of Supply Chain Assistance (SCA)**.

- g. RESOLVED, that the Board of Education accepts the recommendation of the Business Administrator and approves the **Joint Transportation Agreement with Sussex County Regional Cooperative for Transportation Services for Special Education, Public/Private School, and Field trips**, as needed for the **2023-2024 school year**.

Motion of: Brian Homeyer Seconded by: Diane Morris

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

15. INSTRUCTION & CURRICULUM

Committee of a Whole

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **out of district placement for the 2022-2023 school year** as follows:

SID #	School District	Tuition	Dates	Aides and/or Services	Contract to BOE
2548074742	Calais School	\$31,493 (prorated)	2/15/23-6/30/23	N/A	X

- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Natalie Humienny**, a student of Dover High School attending County College of Morris, to conduct **20 classroom observation hours** with Mrs. Kenny, as per college requirements.

Motion of: Katie Bartnick Seconded by: Brian Homeyer

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

16. PERSONNEL

Committee of a Whole

New Personnel employment appointments are contingent upon the required state and federal criminal history background checks in accordance with N.J.S.A. 116, P.L. 1986, and

BE IT FURTHER RESOLVED that the Board submit to the County Superintendent, as required, applications for emergency hiring and the applicant's attestations that they have not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A.18A:6-7.1 et.seq. N.J.S.A. 18A:39-17 et.seq. or N.J.S.A. 18A:6-4.13 et.seq.

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approve appointing **Danielle Jackson** as a **Homebound Instructors for the 2022-2023** school year as needed at a rate of \$37.00 per hour, with the number of hours to be determined on an individual basis.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves **Danielle Mikolay** as an **After School Academic Support Program Advisors** for up to 6 hours/week, up to 20 weeks at a rate of \$50/hour not to exceed a total amount between all six (6) advisors of \$30,000.
- c. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves appointment of **Substitutes** at the below rates for the **2022-23 school year**:
- Teacher Certificate: \$130/day
Substitute Credentials: \$105/day
Aide: \$87/day

SUBSTITUTE'S NAME	TEACHER CERT.	SUB CRED.	AIDE
Degidio, Rebecca		X	X

Motion of: Jennifer Antoncich Seconded by: Diane Morris

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
4-0	Yes	Yes	Absent	Yes	Yes	Absent	Abstain

17. POLICY / OPERATIONS / PUBLIC RELATIONS *Committee of a Whole*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-24, 2024-25, and 2025-26 school year calendars**.
- b. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **2023-24, 2024-25, and 2025-26 twelve-month employee calendars**.

- c. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

COVID-19 Policy Updates

<u>Policy #</u>	<u>Policy Title</u>
P1648.11	The Road Forward COVID-19 – Health and Safety (M) (Abolished)
P1648.13	School Employee Vaccination Requirements (M) (Abolished)

Bylaw, Policy, and Regulation Updates

<u>Policy #</u>	<u>Policy Title</u>
P0152	Board Officers (Revised)
P0161	Call, Adjournment, and Cancellation (Revised)
P0162	Notice of Board Meetings (Revised)
P2423	Bilingual and ESL Education (M) (Revised)
P2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
P5200	Attendance (M) (Revised)
P5512	Harassment, Intimidation, or Bullying (M) (Revised)
P8140	Student Enrollments (M) (Revised)
P8330	Student Records (M) (Revised)

- d. RESOLVED, that the Board of Education approves the following **Regulations**:

<u>Regulation #</u>	<u>Regulation Title</u>
R2423	Bilingual and ESL Education (M) (Revised)
R2425	Emergency Virtual or Remote Instruction Program (M) (New)
R5200	Attendance (M) (Revised)
R8140	Student Enrollment (M) (Revised)
R8330	Student Records (M) (Revised)
R8420.2	Bomb Threats (M) (Revised)
R8420.7	Lockdown Procedures (M) (Revised)
R8420.10	Active Shooter (M) (Revised)

- e. RESOLVED, that the Board of Education accepts the recommendation of the Superintendent and approves the **Travel, Conference and Workshops** listed below:

Date(s)	Employee	Conference/Workshop Location	Registration / Meals	Lodging / Travel	Estimated Total Expense
6/5/23 – 6/9/23	Carolina Rodriguez	NJASBO Annual Conference Atlantic City	\$894.50	\$655.92	\$1,550.42

Motion of: Brian Homeyer

Seconded by: Katie Bartnick

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

18. BUILDINGS & GROUNDS *Srinivasa Rajagopal, Pete Bruseo, Brian Homeyer*

- a. For information purposes the following facility use applications were received:

Organization	Purpose	Room Needed	Dates
Township of Mine Hill	King of the Hill Car Show	Gym, Parking lot, sink in green hall copy room	May 20, 2023 Rain date: May 21, 2023

19. Presidents Report – N/A

20. Dover Report *Diane Morris, Katie Bartnick, Brian Homeyer*

- Student performance reports.

21. MHEF Report *Katie Bartnick, Jennifer Antoncich*
N/A

22. Liaison to Mine Hill Township Report *Jennifer Waters, Jennifer Antoncich*

- Coloring with Cops program to introduce students to the local officers.

23. Community Committee Report – N/A

24. Old Business – N/A

25. New Business – N/A

26. Public Discussion – N/A

27. Executive Session – N/A

28. Return to Public Session – N/A

29. Adjournment

On the motion of Brian Homeyer seconded by Jennifer Waters the Board adjourns the meeting at p.m.

Roll Call Vote	Jennifer Antoncich	Katie Bartnick	Peter Bruseo	Brian Homeyer	Diane Morris	Srinivasa Rajagopal	Jennifer Waters
5-0	Yes	Yes	Absent	Yes	Yes	Absent	Yes

Respectfully submitted,

Carolina Rodriguez

Carolina Rodriguez, SBA

Board Secretary